

# TOWN OF BERLIN

## REQUEST FOR PROPOSALS FOR:

### Mary E. Griswold School Playgrounds

**RFP NUMBER: 2016-38**

**RFP OPENING DATE:** June 30, 2016

**RFP OPENING TIME:** 4:30PM

**RFP OPENING PLACE:** Berlin Town Hall, Town Manager's Office

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The Town of Berlin and the Berlin Board of Education desires to purchase and install two playground /playstructures for Griswold Elementary School located at 133 Heather Lane, Kensington, Connecticut, with delivery by September 1, 2016.

One (1) original and two (2) copies of sealed proposals must be received in the Town Manager's Office, Berlin Town Hall, 240 Kensington Road, Berlin CT 06037 until, but no later than 4:30 p.m. on Thursday, June 30, 2016, at which time they will be publicly opened and recorded. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Bid and RFP Information," or from Adam Tulin, Purchasing Agent, Berlin Town Hall, Room 3C, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town of Berlin is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to respond. The Town reserves the right to amend or terminate this Request for Proposals, reject all proposals, and award the contract to the proposer that is deemed to be in the best interests of the Town.

**REQUEST FOR PROPOSAL**  
**Mary E. Griswold School Playground/PlayStructure**  
**BID #2016-38**

**I. INTRODUCTION**

The Town of Berlin and the Berlin Board of Education desires to purchase and install two playground /playstructures for Griswold Elementary School located at 133 Heather Lane Kensington Connecticut.

**II. SCOPE OF WORK**

The Town of Berlin desires to purchase and install two playground/playstructures that are unique, eye catching, aesthetically pleasing and safe for children. The Proposer will be required to provide sufficient documentation to define the items being provided in this scope of work. Such documentation may include, but is not limited to, vendor catalog sheets, general data sheets, drawings and sketches or specification and warranty information.

- A. The amount budgeted for this purchase is not to exceed \$150,000 with delivery to be made by September 1<sup>st</sup>, 2016.
- B. Vendors should include either pictures of their play structures or 3 dimensional drawings of what is being proposed.
- C. Vendors will be required to provide a supervisor to work with installer.

**III. SITE SPECIFICATIONS**

- A. *Play Structure # 1, Pre School through First Grade*, Components (desirables/minimum requirements):

- 1. Recommended for ages 2-5.
- 2. Composite playground use zone will be contained in a 40' x 40' area.
- 3. Child capacity of 40 or more.
- 4. At least two slides, with one being 4' or less and one being 8' tall.
- 5. Must have aluminum or galvanized uprights and be powder coated.
- 6. Two or more upper body pieces of equipment.
- 7. Tunnel and or Bridge are optional.
- 8. Approximately 10-15 Play elements are desired.
- 9. Surface Material;

- B. *Play Structure # 2, Grades two through 5*, Components (desirables/minimum requirements):

- 1. Recommended for ages 6-12.
- 2. Composite playground use zone will be contained in a 60' x 60' area.
- 3. Child capacity of 50 or more.
- 4. At least two slides, with one being 4' or less and one being 8' tall.
- 5. Must have aluminum or galvanized uprights and be powder coated.
- 6. Two or more upper body pieces of equipment.
- 7. Tunnel and or bridge is optional.

8. Approximately 10-15 Play elements are desired.
  9. Surface Material;
- C. Border Material: Sufficient border material to encompass the use zone of each of the Play Structures.
- D. Location for desired equipment does not currently contain equipment.
- E. If applicable, the Town will obtain any permits needed. The safety surface will be purchased separately when needed for installation.
- F. Manufacturer shall be ISO 9001 certified and the designer and factory-certified installer shall be certified by the National Playground Safety Institute. All equipment and installation must as a minimum meet the following standards:
- a. ADA-American with Disabilities Act
  - b. ASTM-The American Society for Testing Materials
  - c. IPEMA-The International Playground Equipment Manufacturers Association

#### **IV. BUSINESS SPECIFICATIONS**

##### **A. Background Information**

The Vendor must submit their qualifications with designing and installing similar playground equipment, their philosophy of play, and experience with projects of similar size.

##### **B. Warranty**

Manufacturer's warranty and length of warranty and specifics as to what will be covered must be provided in writing on each item being proposed.

##### **C. Work Performed by the Town**

Town staff shall make available sufficient hours of staff personnel as required to meet with the Vendor and provide information as needed and/or required. Town staff will prepare site for installation.

##### **D. References**

Proposals should include a brief history and introduction of the company or firm, and the firm's understanding of the services to be performed. Provide a list of at least three public or private references for whom you have provided products/services similar to those proposed. References are to include agency name, address, contact person, title, phone number, email address and contract budget amount. Please utilize the attached Statement of References sheet.

##### **E. Indemnification**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin and Berlin School Department, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will

protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

**F. Insurance Requirements:**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured.

- a) Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- c) Professional Liability with limits not less than \$1,000,000.
- d) Umbrella Liability of not less than \$1,000,000.
- e) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

**G. RFP Schedule and Submission**

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Amendment, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be effected by a posting on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us).

**Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

**1. RFP Schedule:**

RFP Issued: 6/16/16

Deadline for Submission of Written Questions: 6/23/16

RFP Due: Thursday, June 30, 2016 at 4:30PM

Recommendation by: 7/19/16

Your proposal should be submitted in a sealed envelope marked "**Griswold School Playground Bid #2016-38**" to the Town Manager's Office at the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037, until but no later than 4:30P.M., Thursday, June 30, 2016. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

Proposal prices must be submitted on the **Proposal Form** included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten. Each proposer must complete and submit the **Proposer's Statement of References** form included in this RFP.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

*The Town reserves the right to make adjustments to the above noted schedule as necessary.*

## **2. Questions and Amendments**

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Adam Tulin  
Position: Purchasing Agent  
Email: [atulin@town.berlin.ct.us](mailto:atulin@town.berlin.ct.us)  
Fax: (860)828-8628

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

## **H. Pre-submittal Meeting**

There will be no mandatory Pre-Bid Meeting for this project. If you are interested in viewing the proposed locations please contact Art Volz, Superintendent of Public Grounds, at (860)828-7027 to arrange a visit.

## **I. Proposal Contents**

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Vendors providing complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposals at the Town's Discretion. The content and sequence of proposals are to be as follows:

### **1. Cover Letter**

The Cover Letter must include the following:

- a. RFP number and project title
- b. Name and address of the entity submitting the proposal
- c. Date entity was established
- d. Name(s) of the person(s) authorized to sign any contract that may result
- e. Contact person's name, mailing or street addresses, phone and fax numbers and email address
- f. Original signature of person listed in the attached Exhibit A.

### **2. Proposal Summary**

A brief synopsis of the highlights of the proposal should be presented which summarizes the key benefits of the proposal to the Town. This included a short narrative describing the respondent's understanding of the scope of work and their overall vision for the usefulness of the playground equipment.

### **3. Fee Proposal (Form attached as "Exhibit A")**

The Town intends to award this contract to the firm that it considers who will provide the best overall services. The Town reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

You are required to submit your fee proposal on our "Exhibit A" Please provide an attachment to your fee proposal that includes the total fee for each of the play elements identified.

## **V. EVALUATION OF PROPOSALS AND AWARD**

### **A. Selection Process**

The Town reserves the right in its discretion to make a selection based directly on the proposals submitted. The respondent selected will be chosen based on its apparent ability to best meet the overall objectives of the Town and School System and not necessarily the lowest cost.

The Town has the right to reject any or all proposals.

### **B. Evaluation Criteria Scoring**

Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

**Maximum Criteria Score (Total Points Available 100)**

1. Aesthetics & Design Conformity to Allotted Space
2. Number of Play Elements & Play Value
3. Creativity of Design
4. Durability & Warranty
5. Price

**C. Proposal Review**

A review and evaluation committee will be established to evaluate the proposals received. The successful Vendor shall be selected by the following process:

1. An evaluation committee will be established to evaluate submitted written proposals.
2. A short list of Vendors, based on the information provided will be selected to be interviewed.
3. The committee will interview and score each proposal based on the information submitted and in accordance with the evaluation criteria and point factors.

**D. Clarification During Review Process**

During the evaluation process, the Town has the right to request additional information and presentations for clarification in order to understand the Vendor's view and approach to the project and scope of the work. The Town further reserves the right to make an award without further clarification of proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final vendor contract.

**VI. TERMS AND CONDITIONS**

**A. Errors and Omissions**

Vendors are responsible for reviewing all portions of this RFP. Vendors are to promptly notify the Town, in writing, if any ambiguity, discrepancy, omission or other error in the RFP is discovered. Any such notification should be directed to the Town promptly after discovery, but in no event later than seven working days prior to the date for receipt of proposals.

**B. Contract**

Proposal shall be good for 120 days. A successful proposer will be expected to enter into a written contract with the Town of Berlin prior to the purchase of the equipment.

**TOWN OF BERLIN, CONNECTICUT**

**Exhibit A**  
**Cost Proposal**

**Griswold School Playground**  
**BID #2016-38**

Taxpayer ID# \_\_\_\_\_  
Representative Name \_\_\_\_\_ Title \_\_\_\_\_  
Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Cell number \_\_\_\_\_  
E-mail address \_\_\_\_\_

1. *Cost of Playground Structure number 1.* \$ \_\_\_\_\_  
(Cost breakdown of individual play elements required)
2. Total Cost of Installation \$ \_\_\_\_\_
3. Cost of shipping \$ \_\_\_\_\_

**Total Cost of Play Structure # 1,  
Pre School through Grade One, Items 1 thru 3.**  
\$ \_\_\_\_\_

6. *Cost of Playground Structure # 2.* \$ \_\_\_\_\_  
(Cost breakdown of individual play elements required)
7. Total Cost of Installation \$ \_\_\_\_\_
8. Cost of shipping \$ \_\_\_\_\_

**Total Cost of Play Structure # 2,  
Grades two through Five, items 6 thru 8**  
\$ \_\_\_\_\_

Estimated Delivery Time in Weeks \_\_\_\_\_



I have read and understand the requirements of this request for proposal RFP#2016-38 and agree to comply except as noted. The proposed fee shall include all labor, material and equipment to provide the services as described in the section II Scope of Work, and Exhibit A.

Additional pages must be used to show detail of unit costs and options.

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Proposer's Full Legal Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Representative, Duly Authorized

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone # and Fax #

**TOWN OF BERLIN, CONNECTICUT**

**Exhibit B**

**PROPOSER'S STATEMENT OF REFERENCES**

**Griswold School Playground**

**BID #2016-38**

Provide at least three (3) references:

1. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_
  
2. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_
  
3. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_